

MADERA COUNTY
DEPUTY CHIEF PROBATION OFFICER

DEFINITION

Under general direction of the County Probation Officer, to manage a major division of the Probation Department; to perform a variety of specialized management and administrative tasks; to act in the absence of the County Probation Officer as assigned; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, and supervises the operations and activities of an assigned division of the Probation Department; oversees and participates in the development and implementation of goals, objectives, policies, and priorities of an assigned division; ensures compliance with State, Federal, and local laws, codes, policies, and procedures regarding probation services; conducts and/or reviews internal affairs investigations and implements disciplinary action in accordance with County procedures; selects, directs, supervises, trains, and evaluates assigned personnel; participates in the development and administration of the assigned budget(s), and controls expenditures; coordinates assigned services and activities with those of other divisions, outside agencies, and organizations; serves as departmental/division representative with the courts, in legal proceedings and before other organizations and agencies; may serve as County Probation Officer upon the request or in the absence of the County Probation Officer.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Pertinent Federal, State, and local laws, codes, and regulations including those governing adult and juvenile probation operations and services.
- Current principles, methods, and techniques of management and administration of probation services.
- Principles and practices of budget development, preparation and expenditure control.
- Principles of supervision, training, and performance evaluation.
- Principles and findings of normal and abnormal psychology.
- Services of public and private agencies available to probationers.
- Operations, services, activities of a Probation Department and assigned division.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Manage, supervise, and coordinate the operations and activities of a division of the Probation Department.
Supervise, train, and evaluate assigned staff.
Effectively represent the programs and operations of the Probation Department.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Participate in the development and preparation of the assigned budget and monitor expenditures.
Effectively represent the Department with the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of progressively responsible experience working in juvenile or adult probation, or in a juvenile detention facility, including two years in a management or supervisory position.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminology, behavioral sciences, social work, or related field.

License or Certificate:

Completion of requirements for California Penal Code Section 832 with firearms and chemical weaponry training.
Possession of, or ability to satisfactorily complete within one year from the date of appointment, the Board of Corrections' Manager Core Course.
Some positions may require possession of, or ability to obtain, CPR and First Aid certification.
Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment and within a juvenile correctional facility; ability to travel to different sites and locations.

Date: